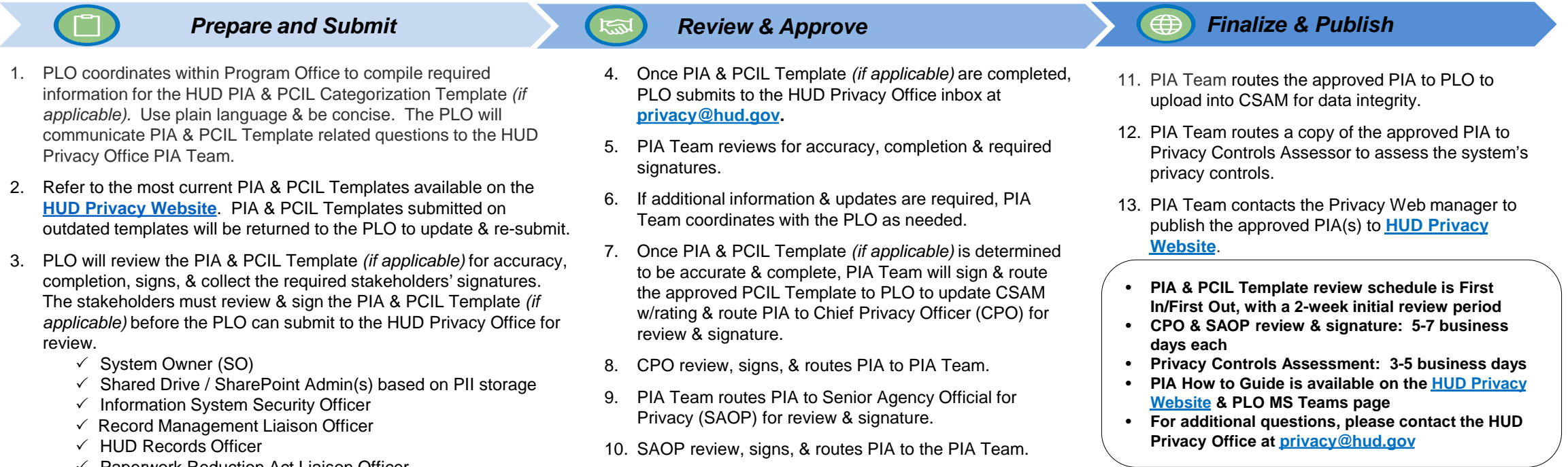




Privacy Impact Assessment (PIA) and PII Confidentiality Impact Level (PCIL) Categorization Template Review Workflow

Per the HUD Privacy Handbook, the HUD Privacy Office maintains an up-to-date PIA inventory & conducts an annual PIA review process. Privacy Liaison Officers (PLOs) are responsible for initiating & tracking PIAs, as well as supporting the annual review of their offices' PIA inventory. Below are details on the PIA & PCIL Template (if applicable) review workflow & annual review schedule

PIA/PCIL Workflow



Annual PIA/PCIL Review Schedule

Action	Timing
PLOs should initiate the annual PIA review for certification & inform SO(s) in their respective office to review & update PIA & complete PCIL Template (if applicable) on the 1-year anniversary of the initial approved PIA.	1-year
For PIA(s) that were first established more than one year ago (as of June 1 st of the current year), PLOs should initiate the annual PIA review for certification, inform SO(s) in their respective offices to review, update PIA & complete PCIL Template (if applicable). All necessary updates & changes must be submitted to the HUD Privacy Office by June 30 th .	June 1 st
PLOs should conduct a status check of their office(s) that have not conducted PIA annual reviews & submitted updated/significantly modified PIA(s) for certification. <ul style="list-style-type: none"> PLOs should send reminders to SO(s) who have not submitted their updated PIA(s) & complete PCIL Template (if applicable). 	NLT June 15 th
SO(s) in each office should complete their review & ensure any systems with significant changes and/or have expired PIA(s) are updated, completed & submitted to the HUD Privacy Office.	NLT June 30 th
Any new or existing PIAs that were approved after December 1 st are not required to submit an annual certification PIA 6 months prior to June 1 st .	